



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 5216.14
BUMED-92
1 May 2000

BUMED INSTRUCTION 5216.14

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: BY DIRECTION SIGNATURE AUTHORITY

Ref: (a) SECNAVINST 5216.5D

Encl: (1) By Direction Authority Listing

1. Purpose. To publish policy and procedures governing the issuance and use of "By direction" signature authority at this headquarters command. This instruction serves to simplify the delegation of the "By direction" authority to specific positions within the Bureau of Medicine and Surgery (BUMED).

2. Applicability. This instruction is applicable to all BUMED internal codes.

3. Background. There are numerous reports and correspondence initiated within the Bureau that require the signature of the Chief, Bureau of Medicine and Surgery. Many of these reports and letters can be released signed "By direction." "By direction" signature authority is NOT automatic. It will be granted herein by the Chief, BUMED.

4. Policy and Procedures

a. "By direction" authority is delegated for routine correspondence that:

(1) Does not establish policy, with the exception of assistant chiefs who are authorized to establish policy for execution of programs for which they have oversight and responsibility.

(2) Does not change the Bureau's mission.

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(3) Is not addressed to higher authority, unless specifically authorized.

(4) Is not negative in tone, especially congressional replies. Assistant chiefs must sign any issues that are controversial or political in nature.

(5) Is not required by law to be signed by the Chief, BUMED.

b. Misuse of "By direction" signature authority will result in this authority being rescinded.

5. Action

a. Enclosure (1) contains a list of positions with "By direction" authority within BUMED.

b. Subordinates granted "By direction" signature authority will thoroughly familiarize themselves with the policy and procedures in this instruction and reference (a).

c. Executive assistants for BUMED internal codes will develop "Read Files" of all correspondence signed "By direction." These files will be forwarded on a weekly basis to MED-92, Director, Secretariat.

d. "By direction" letters must be printed on BUMED letterhead. Use the following:

(1) Standard naval letter, "By direction":

Name (IN ALL CAPS)

By direction

(2) Standard naval letter, deputy chief, assistant chiefs, and chief of staff only are authorized to sign under their own title:

Name (IN ALL CAPS)

Title

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(3) Business letter, "By direction":

NAME (IN ALL CAPS)
Rank, Corps
United States Navy
Title
By direction of the Chief,
Bureau of Medicine and Surgery

(4) Business letter, assistant chiefs and chief of staff only:

NAME (IN ALL CAPS)
Rank, Corps
United States Navy
Title

e. Stationery. Use BUMED letterhead when signing "By direction" or when assistant chiefs sign under their own title. Use plain bond for all other correspondence.


R. A. NELSON

By Direction Authority Listing

(MED-00)

Office of the Surgeon General of the Navy/
Chief, Bureau of Medicine and Surgery

00A	Executive Assistant to Surgeon General
00A0	Administrative Officer
00CP	Special Assistant for Civilian Personnel
00DC	Chief, Navy Dental Corps
00E	Special Assistant for Equal Opportunity
00G	Special Assistant for Pastoral Care
00HC	Force Master Chief/Director of the Hospital Corps
00IG	Medical Inspector General
00L	Staff Judge Advocate

(00MC)

00MC	Chief, Medical Corps
00MCB	Deputy, Chief Medical Corps
00MCA	Executive Assistant, Chief Medical Corps

(00MSC)

00MSC	Director, Medical Service Corps
00MSCB	Deputy Director, Medical Service Corps
00MSCA	Executive Assistant, Director Medical Service Corps

(00NC)

00NC	Director, Nurse Corps
00NCB	Deputy Director, Nurse Corps
00NCA	Executive Assistant, Director Nurse Corps

(00P)

00P	Special Assistant for Public Affairs
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(MED-09)

Deputy Chief, Bureau of Medicine and Surgery

09A	Executive Assistant
09B	Chief of Staff/Commanding Officer Enlisted Staff
09C	Chief Information Officer
09D	Special Assistant for Management Information System/Commanding Officer NAVMEDINFOMGMTCCN
09X	Director, Legislative Affairs
91	Director for Headquarters Administration
911	Head, Administrative Services
92	Director, Secretariat
921	Assistant Director, Secretariat
94	Head, Fiscal
95	Head, Telecommunications Center

(MED-01)

Assistant Chief for Resource Management/Comptroller

	Assistant Chief
01A	Executive Assistant
01B	Deputy Comptroller
11	Director, Budget Division
13	Director, Progress Reports and Statistics
14	Director, Accounting Division
15	Director, Manpower Division

(MED-02)

Assistant Chief, Operational Medicine/Fleet Support

	Assistant Chief
02A	Executive Assistant
02B	Deputy Assistant Chief
21	Undersea Medicine and Radiation Health
22	Surface Medicine
23	Aerospace Medicine
24	Preventive Medicine and Occupational Health
25	Physical Qualifications and Review Division
26	Director, Research and Development
27	Director, Readiness Division

(MED-03)

Assistant Chief for Health Care Operations

	Assistant Chief
03A	Executive Assistant
03B	Deputy Assistant Chief
03GT	Special Assistant Action Team
03L	Special Assistant, Medico-Legal Affairs
31	Director, Business Management and Plans
32	Director, Clinical Operations
33	Director, Facilities Management and Plans

(MED-04)

Assistant Chief for Logistics

04	Assistant Chief
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(MED-05)

Assistant Chief for Education/Training

	Assistant Chief
05A	Executive Assistant
05B	Deputy Assistant
05B1	Special Assistant Clinical Investigator
05B2	Special Assistant Visual Information
05X	Awards Coordinator (Mail-outs only)
052	Director, Officer Personnel Management Division
053	Director, Education/Training Standards Division
54	Director, Education/Training Program Management Division
55	Director, Resource Allocations Division
56	Director, Operational Readiness Training Programs Division

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(MED-06)

Assistant Chief for Dentistry

	Assistant Chief
06A	Executive Assistant
06B	Deputy Assistant Chief
61	Director, Resource Allocation Division
62	Director, Health Care Planning Division
63	Director, Operations Division
65	Director, Force Requirements Division
66	Director, Health Care Analysis

(MED-07)

Assistant Chief, Reserve Force Integration

	Assistant Chief
07A	Executive Assistant
07B	Deputy Assistant Chief
07E	Director, Reserve Medical Enlisted Affairs
71	Director, Reserve Medical Programs, Plans and Requirement
72	Director, Mobilization, Planning and Fleet Support
73	Director, Peacetime Support
74	Director, Technical and Administrative Support
75	Director, Personnel Programs/Customer Support
76	Director, Education and Training

(MED-08)

Assistant Chief, for Plans/Analysis

	Assistant Chief
08A	Executive Assistant
08B	Deputy Assistant Chief
81	Director, Strategic Planning
82	Director, Analysis and Evaluation
83	Director, Evaluation and Management Control

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(N931)

Director, Medical Resources, Plans and Policy

931	Director, Medical Resources, Plans and Policy
931B	Deputy Director
931C	Head, Medical Resource Programming Branch
931D	Head, Medical Plans and Policy Branch